



USAID | BURUNDI

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069520R100002

ISSUANCE DATE: January 27, 2020

CLOSING DATE/TIME: February 14, 2020/12:00 p.m. (CAT)

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under a contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a personal services contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

//signed//

Reid H. Ahl, CM
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72069520R100002
- 2. ISSUANCE DATE:** January 27, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 14, 2020/12:00 p.m.
noon African Central Time
- 4. POSITION TITLE:** USAID Project Management Specialist (Malaria)
- 5. MARKET VALUE:** 61,913,334 to 99,061,354 Burundi Francs equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan for the U.S. government agencies in Burundi. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.
- 7. PLACE OF PERFORMANCE:** Bujumbura, Burundi with possible travel as stated in the Statement of Duties.
- 8. SECURITY LEVEL REQUIRED:** Facility Access / Employment Authorization
- 9. STATEMENT OF DUTIES**

Basic Functions of Position

The Project Management Specialist (Malaria), working under the supervision of the USAID Malaria Program Advisor, will assist in overseeing the strategic planning, management and monitoring of multiple projects and field support mechanisms in the Malaria prevention and control program within the USAID/Burundi program portfolio. Primary responsibilities will include all aspects of project management including design of new activities, management of contracts and grants awarded to USAID/Burundi's implementing partner organizations, monitoring and evaluation of program progress, and reporting of program results bi-annually through the Operational Plan (OP) and the Malaria Operational Plan (MOP). Primary responsibilities also include liaising with the Ministry of Health, the NMCP (National Malaria Control Program), and other international donors active in malaria control efforts in Burundi.

Major Duties and Responsibilities

A. Activity Design, Management and Implementation**(40%)**

The Project Management Specialist (Malaria), working under the supervision of the USAID Malaria Program Advisor and in collaboration with the NMCP, will be responsible for developing detailed annual work plans in line with USAID malaria control objectives and goals. This will include but not be limited to case management of malaria in health facilities and at the community level, distribution of Long Lasting Insecticide Nets (ITNs) through health facilities, large-scale campaigns, building public private partnerships, indoor residual spraying, and developing information, education and communications materials to promote the use of these interventions.

The incumbent, working under the supervision of the Malaria Program Advisor, will provide oversight and management for projects implemented by USAID. The incumbent will provide financial and budgetary support as an Award/Contracting Officer's Representative as required by USAID and assist in monitoring and reporting the results of all USAID malaria prevention and control activities. This includes but is not limited to behavior change and communication activities, bed net purchase and distribution through the existing health services and at the community level, analysis of coverage of bed nets and usage particularly in the priority groups of pregnant women and children under five, antimalarial drug purchase and distribution through the existing health services, Intermittent Preventive Treatment (IPTp) coverage and the diagnosis and treatment of acute malaria, and indoor residual spraying conducted under the program. The Project Management Specialist (Malaria) will manage and oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations, procedures, and practices.

B. Monitory and Evaluation**(30%)**

Monitoring and evaluation is a key component of USAID's malaria control program. The Project Management Specialist (Malaria) will support the development of a monitoring and evaluation plan in line with USAID targets, as well as ensure that USAID partners develop project monitoring plans and report in a timely manner on their activities. It is also expected that the Program Development Specialist will provide highly specialized advice and practical experience in helping the MOH, the NMCP and other partners to monitor inputs and outcomes, progress towards Roll Back Malaria (RBM) goals, and how to execute activities jointly.

C. Partner Relationships**(20%)**

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders, with a

focus on the NMCP, other health programs implemented by the MOH, provincial and district governments, and NGOs active in malaria prevention and control. S/he will also interact with World Bank, Global Fund, WHO, UNICEF, other Donors, and NGOs implementing malaria prevention and control activities. The Program Development Specialist will ensure that all of USAID's activities are complementary and enhance the GOB's program to prevent and control malaria. The incumbent will participate in meetings hosted by the NMCP on malaria.

D. Coordination with Other USAID Malaria Control Personnel (10%)

The incumbent will be required to communicate regularly and work jointly with other members of the USAID/Washington Global Health Bureau, USAID/Burundi Health Team, and USAID/East Africa Health Team. The incumbent also provides technical support for other health-related matters that may include emerging pandemic diseases as determined by USAID.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: All applicants must reside in Burundi and have the required work and/or residency permits to be eligible for consideration.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Human Resources Office at BujumburaHR@state.gov or (+257) 22 20 7024.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

1. **Education:** Master’s degree in Public Health, epidemiology, infectious diseases or related field.

2. **Prior Work Experience:** Five years working at the provincial or national level in Burundi, with a focus on public health initiatives such as malaria control, control of diarrheal diseases, (CDD), Expanded Program of Immunizations, etc.
3. **Post Entry Training:** Training will be provided in inherently USAID rules and regulations such as Contracting Officer Representative (COR).
4. **Language Proficiency:** Level IV (fluent) in written and spoken English, Kirundi, and French is required. English proficiency will be tested.
5. **Job Knowledge:** The incumbent should have a thorough knowledge of the Government of Burundi functioning (political, administrative structures and procedures, legal,) with a focus on the Ministry of Health. Specialized experience in malaria is required in at least two of the following components: vector control, entomology, clinical case management of malaria, epidemic surveillance and forecasting, malaria in pregnancy, and training in infectious disease prevention and control.
6. **Skills and Abilities:** The incumbent should have strong oral and written communication skills; excellent knowledge of Microsoft Office Suite; strong interpersonal skills; and the ability to work with a team. Should be able to work independently with minimal supervision.

III. EVALUATION AND SELECTION FACTORS

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. The applicants who meet the minimum qualifications will be invited to take an English proficiency test.

1. ELIGIBILITY REQUIREMENTS

The basic eligibility requirements for this position are:

- Authorized to work in Burundi;
- Complete application submitted as outlined in section IV;
- Eligible to attain clearance for Facility Access;
- Cleared medically to work at USAID/Burundi;
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Willing to travel to work sites and other offices as/when requested.

2. EVALUATION AND SELECTION PROCESS

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be invited to take an English proficiency test. Applications from candidates who do not meet the minimum requirements will not be reviewed. Those who meet the Level IV English requirement will be referred to a

technical evaluation committee (TEC). The TEC will review and score the application based on the evaluation criteria outlined below. Candidates with competitive application scores will be invited for an interview and skills test.

A. English Proficiency Test (EPT) Pass/Fail (Level IV)

B. Application: 25 Points

Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work. The application review will be weighted as follows: Experience (15 points), Job Knowledge and Skills (10 points). *Section II, paragraphs 2, 5, and 6.*

C. Skills Test: 25 Points

A Skills Test, utilizing common spreadsheet and word processing software programs, will be administered to enable the TEC to assess the candidate's quantitative, analytical and communications strengths and weaknesses.

D. Interview: 50 Points

Interview questions will revolve around the candidate's capacity to:

- Manage high-level coordination and relationships with public sector entities, bilateral and multilateral donors and NGOs;
- Demonstrate a strong understanding of roles and responsibilities of the different segments of the Burundi health pyramid including community health regarding malaria control;
- Demonstrate an understanding of civil society engagement in malaria control in Burundi;
- Demonstrate an understanding of principles of the malaria control 3T policy: test-treat-track;
- Demonstrate public health knowledge of current malaria epidemiology in Burundi and the East African Community;
- Demonstrate an understanding of the issues surrounding health care systems and structures including familiarity with MSPLS policies, program priorities and regulations;
- Demonstrate the ability to work effectively in a team environment, manage multiple and competing tasks simultaneously, and integrate as a member of the USAID/ Burundi team.

E. Reference Check**Pass/Fail**

References of the finalists will be checked; applicant references must be able to provide substantive information about past performance and abilities. *(If an applicant does not want a current employer contacted, please highlight such a request in the application cover letter. USAID will delay the checking of references pending the applicant's concurrence.)*

Total Possible Points:**100****IV. PRESENTING AN OFFER (APPLYING)**

A complete application package for this position will include:

1. Cover letter no longer than one page in length;
2. Application for US Federal Employment, form DS-174 (available on-line);
3. Current resume or curriculum vitae;
4. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation/Vacancy Announcement number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, instructions will be provided regarding how to complete and submit the following forms.

1. Pre-employment Medical Examination
2. Form for Non-Sensitive Positions

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS (in accordance with the Burundi Local Compensation Plan):
 - a. Health Insurance
 - b. Social Security insurance
 - c. Annual and Sick leave

- d. Annual Bonus
- e. Maternity Leave
- f. Retirement Contribution

2. ALLOWANCES (in accordance with the Burundi Local Compensation Plan):

- a. Housing Allowance
- b. Transportation Allowance
- c. Family Allowance

VII. TAXES

The Mission emphasizes to its employees that they are obliged to observe all Burundi laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Burundi government.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

Personal Services Contracts

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 18-05 (PDF 215K)	AAPD 18-05: Designation of USPSCs and CCNPSCs as Contracting and Agreement Officers (Class Deviation from the AIDAR – no. M-OAA-DEV-AIDAR-18-8c). This AAPD replaces and supersedes AAPD 16-05 in its entirety. – <i>September 17, 2018</i>	Acquisition Management Personal Services Contracts

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 16-03 REVISED (PDF 235 KB) AAPD 16-03 REVISED (Word 91 KB)	AAPD 16-03, REVISED AIDAR Deviation from Appendices D and J for the continuation of Expanded Incentive Awards for Personal Services Contracts with Individuals.	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS – <i>JUNE 23, 2006</i>	Personal Services Contracts
AAPD 03-11 (PDF 277 kb)	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – <i>12/02/03</i>	PSC

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>